REQUEST FOR PROPOSALS

FOR

WASTEWATER COLLECTION SYSTEM HYDRAULIC MODELING AND MASTER PLAN DEVELOPMENT SERVICES

August 23, 2016

TENTATIVE SCHEDULE

- RFP release: August 23, 2016
- Questions due: September 2, 2016
- Responses to questions posted on Town website: September 12, 2016
- Proposals Due: September 19, 2016, 2PM PST

PROPOSAL SUBMISSION (1 ORIGINAL, 2 COPIES, AND 1 ELECTRONIC COPY)

Sealed and delivered via mail or in person to:

Town of Los Altos Hills
Attn: Tina Tseng, Senior Engineer

2016 Wastewater Collection System
Hydraulic Modeling and Master Plan Development Services
26379 Fremont Road
Los Altos Hills, CA 94022

CONTACT

Tina Tseng, Senior Engineer

Ph: 650-947-2511
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REQUEST FOR PROPOSALS

WASTEWATER COLLECTION SYSTEM
HYDRAULIC MODELING AND MASTER PLAN DEVELOPMENT SERVICES

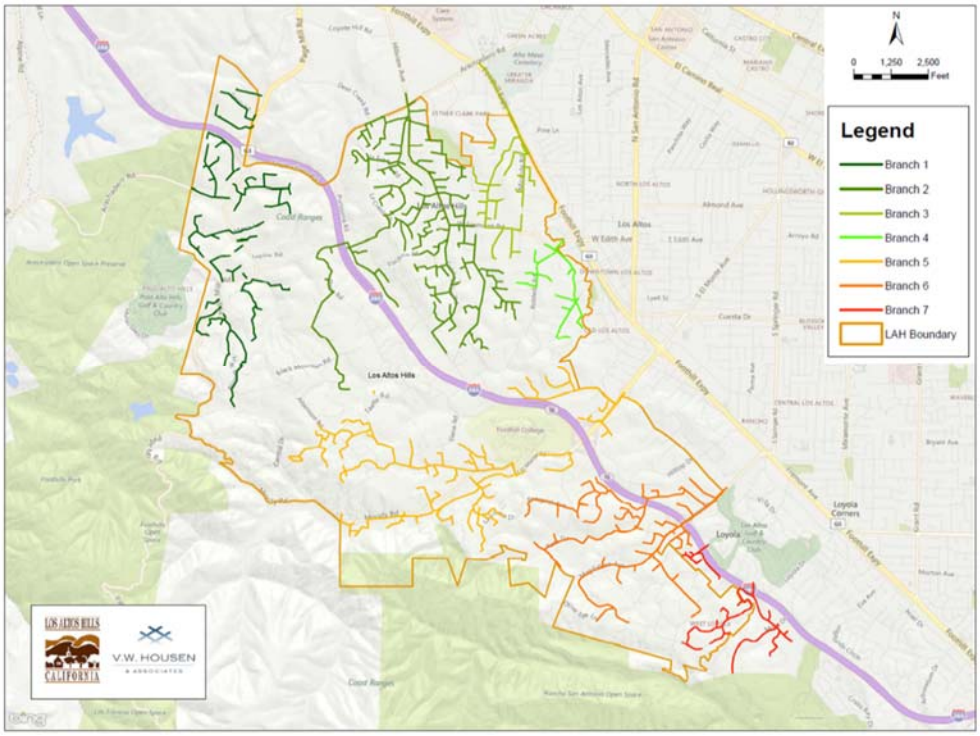
The Town of Los Altos Hills is requesting proposals from qualified engineering firms to provide hydraulic modeling and master planning services for the Town's wastewater collection system. This Request for Proposals (RFP) is expected to result in a time and materials contract, with a not-to-exceed cost ceiling. Proposals must be received by the Town by 2**:00 PM PST on September 19, 2016** at 26379 Fremont Road, Los Altos Hills, CA 94022. Additional submittal details are provided on the cover page of this RFP.

TOWN PROFILE

The Town of Los Altos Hills, California, is an exclusively residential community with an area of 8.8 square miles and no commercial or industrial base. Located in the northwestern section of Santa Clara County, the Town provides easy access to all of Silicon Valley. The County's economy is based on a large variety of high-tech manufacturing and computer software firms, supported by the Valley's business environment, world-class universities, and a well-developed specialized professional services industry.

The Town was incorporated in 1956 under the provisions of the State of California. The Town's population is approximately 8,300. The Town's wastewater collection system includes 56 miles of collection system pipelines and 2 lift stations serving 1,770 residential parcels and 8 non-residential connections. Most pipes, including trunk lines, are 6-inches in diameter. The system comprises 7 sewer catchments that flow to interceptors that are owned and maintained by the City of Palo Alto and City of Los Altos. Flows are conveyed through the cities' systems to the Palo Alto Regional Water Quality Control Plant. In addition, many of the Town's residents have private septic systems. Figure 1 shows the Town's wastewater collection system.

Figure 1. Town of Los Altos Hills Wastewater Collection System and Branches (Catchments)



The Town contracts with West Bay Sanitary District (WBSD) to perform cleaning, CCTV inspection, and limited repairs for the sewer collection system. WBSD also inspects the Town's two lift stations. The Town contracts with V. W Housen & Associates to provide sewer-related support, including support in managing this project.

SCOPE OF SERVICE

The Town is seeking an experienced engineering consultant to develop a wastewater collection system hydraulic model and capacity-related Master Plan. The Town has the following available information to assist the Consultant in completing this project:

- 2004 Master Plan is available for reference. However, this Master Plan is considered obsolete and the current project will be a stand-alone document.
- 2016 Flow Monitoring program results. The Town contracted with V&A Consulting to collect dry and wet weather flow data for the entire collection system. The flow monitoring program included twelve flow monitoring sites which captured the wet weather events from February and March, 2016. The resulting data should be used to develop the hydraulic model and review areas of concern regarding system inflow and infiltration.
- Collection system maps and asset data in ESRI ArcGIS. Data includes manhole IDs and pipe lengths, diameters, connectivity, and spatial information. Elevation data is not included in the GIS files. However, specific data has been collected by WBSD as noted below.
- Computerized maintenance management system data stored in Lucity software. This information is consistent with the GIS asset data.
- Available lift station data and operating parameters.
- Sewer System Management Plan.
- Manhole rim and elevation data collected by WBSD in 2016. This data includes information for approximately 267 manholes located on the Town's trunk sewers, comprising 15 percent of the system manholes.
- Information on capital improvement projects that have been completed over the past five years.
- Information on planned development/growth within the Town's service area.

The Master Plan will include hydraulic modeling, identification of capacity constraints, prioritization of system capacity needs, and development of both 5-year and 10-year capital improvement programs to address these needs. The Master Plan will also identify pipelines within the system that can and cannot accommodate new flows from residential parcels that decide to connect to the public sewer system in the future.

The Consultant's scope of work shall include the following:

A. Project Management. The Consultant shall provide a project management plan, which will include a schedule of proposed meetings and communications with the Town, in conjunction with other project management activities.

B. Review Existing Information. The Consultant shall review available information, including the information discussed above, as pertains to development of the hydraulic model and master plan.

C. Develop Hydraulic Model. The Consultant shall develop a calibrated hydraulic model of the wastewater collection system using InfoWorks ICM software, and the existing information described above. If the Consultant believes that more data is required than the items listed in order to complete the work, then the scope, cost, and timeline for additional data collection should be clearly stated in the proposal. The model shall be calibrated to dry weather and wet weather flows,

using data obtained through the 2016 flow monitoring study.

D. System Evaluation. The Consultant shall work with the Town and its sewer engineering consultant to develop criteria for use in evaluating the capacity needs for the system. The Town's trunk sewers shall be evaluated for their ability to convey flows during a 10-year, 24-hour design storm, following the selected capacity criteria. In addition, the Consultant shall evaluate available remaining capacity within the Town's trunk sewers to receive new flows as residential parcels convert from septic to sewered systems over time.

E. Develop Capital Improvement Program. The Consultant shall identify improvements needed to address the system's capacity needs, and develop a 5-year and 10-year program for implementing these improvements. The CIP shall include costs in current dollars, and the basis for these costs. Cost shall consider constructability issues that are presented by the proposed projects. The Town has developed a separate plan for the evaluation of rehabilitation and replacement (R&R) needs that is based on CCTV inspection data. This R&R program is approximately 30 percent defined, and will continue to be defined as the Town collects additional pipeline condition data over the next two years. The Consultant shall work with the Town to coordinate capacity recommendations with identified R&R projects.

F. Prepare Master Plan Report. The Consultant shall prepare a draft and final Master Plan report that summarizes the work completed, findings, recommendations, and presents the 5-year and 10-year capital improvement program.

G. Presentation to Council. The Consultant shall include in its proposal time to prepare for and attend one Council meeting to present the Master Plan findings.

PROPOSAL CONTENTS

The proposal shall be limited to 20 pages, not including the cover letter, tabs, or resumes. One page is defined as one side of an 8.5" X 11" sheet. An 11" X 17" sheet shall count as two pages. Proposal sections shall include the following:

A. Cover Letter

B. Introduction and Approach. Present an introduction to the proposal describing the firm's understanding of the desired work. Include a detailed description of the Consultant's approach to the work, and methods by which the firm intends to perform the work set forth in the Scope of Services.

   The firm should confirm in this section that by submitting the proposal, the Consultant agrees to the terms of the Town's standard consulting services agreement and will not request changes.

C. Qualifications. Include an organization chart. Describe the firm's background, experience with similar projects, and qualifications of key personnel proposed to work on the project. Include an affirmative statement indicating that the firm and all assigned key professional staff are properly licensed to practice in California.

D. Work Plan. Submit a tentative time schedule for completion of the work, by task.

E. Cost. Submit a cost proposal for the services necessary to complete this project, by task and assigned staff. The proposal should include a "not to exceed" cost for the work, and shall include a rate schedule describing all charges and hourly rates for services. Cost will not be the deciding factor in making the selection.

F. References. List three former clients and projects for whom similar or comparable services have been performed in the past five years by the proposed project manager and project team. Include the name, mailing address, and telephone number of the appropriate contact person.

G. Resumes for all key team members.

SELECTION PROCESS

Proposals will be evaluated by the Public Works Director, Senior Engineer, and the Town's sewer consultant. Firms are urged to submit concise proposals stating the understanding of the work to be performed and in demonstrating the intention and ability to perform the work.

The Town reserves the right to exercise discretion and apply its judgment with respect to all proposals submitted.

The Town reserves the right to reject any or all proposals, either in part or in its entirety, or to request and obtain, from one or more of the firms submitting proposals, supplementary information as may be necessary for the Town staff to analyze the proposals.

This RFP does not commit the Town to award a contract. In addition, the Town will not be liable for any costs incurred by the firms' incidentals to the preparation of proposals or for developing and carrying out interview presentations, if needed.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of Los Altos Hills and the firm selected.

The firm, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding an aspect of this RFP. Interviews will be held, if needed. Although, it is the Town's intent to choose only a small number of the most qualified firms to interview with the Town, the Town reserves the right to choose any number of qualified finalists.

The RFP process will establish a ranking based on how each proposal meets the qualifications of the Scope of Services and the requirements of the RFP. The proposal shall conform to the Proposal Format and Requirements. It is important that all listed items be included in the proposal. Proposals that do not comply with all of the requirements or the proposal deadline will not be considered. The Town reserves the right to reject any or all proposals without qualifications, and to negotiate specific requirements and costs using the selected proposal as a basis.

Proposals will be evaluated based on the following criteria:

A. Consultant's experience in developing calibrated hydraulic models (using InfoWorks software), master planning documents, and implementable CIPs for cities of similar nature, size, and complexity.

B. Technical experience and professional qualifications of the Consultant team.

C. Ability of proposed approach to meet the needs of the Town.

D. Cost and schedule. Although cost is a significant factor, other factors will be considered.

QUESTIONS

Your interest in, and proposal to, the Town is appreciated. Questions regarding the information contained in the RFP document must be submitted in writing, by email or by fax, and addressed to:

Town of Los Altos Hills
Attention: Tina Tseng, Senior Engineer
26379 Fremont Road
Los Altos Hills, CA 94022

Email: ttseng@losaltoshills.ca.gov | Ph. (650) 947-2511 | Fax. (650) 941-3160

All questions must be received by **5:00PM PST on September 2, 2016**. Questions will be responded to in writing. Written summaries of all questions and answers will be published on the Town website. Anonymity of the source of specific written questions will be maintained in the written responses. A clarification addendum will be issued, if necessary.

Telephone requests for information or inquiries will be allowed only if the nature of the request or inquiry does not lend itself to formulation into a written question. Verbal inquiries, however, are discouraged and calling parties may be requested to submit written questions in lieu of receiving a verbal response. The intent behind this requirement is to ensure that consultants have available to them the same information and no inconsistent, incomplete or misinformation is communicated to any team.

ATTACHMENTS

A. 2016 Flow Monitoring and Inflow/Infiltration Study (V&A)
B. Sample Standard Consulting Services Agreement